

This Notice Expires 1 March 1966

## RECORDS AND CORRESPONDENCE

HN ☐ STAT

24 February 1965

## ELIMINATION OF INACTIVE RECORDS

1. As an integral part of the over-all program to reduce purchases of office furniture, typewriters, file cabinets, etc., the President has directed that all agencies conduct a critical re-examination of their records disposal programs with the primary objectives of retiring inactive records to Records Centers and reducing to the absolute minimum the retention period for all records.

2. Notwithstanding the continuing emphasis given to the effort to reduce the quantity of records retained, the volume of material held in the Agency Records Center continues to grow. Furthermore, the number of safe-type cabinets requisitioned by Agency components has not appreciably decreased. It is apparent, therefore, that a more conscientious and energetic records disposal and destruction effort must be made throughout the Agency.

3. Existing Records Control Schedules in each Directorate will be reviewed immediately with the objectives of reducing retention periods to a minimum and, wherever possible, eliminating inactive records within the components. Realistic minimum retention periods will be shown on Records Control Schedules for material transferred to the Agency Records Center.

4. The Records Administration Officer, DD/S will provide guidance and staff assistance to Agency components in developing programs which comply with the intent and spirit of the President's directive. This is to be a continuing effort and periodic progress reports are required to be made to the President. Individuals responsible for the development and administration of Records Administration Programs in accordance with HR ☐ will furnish the Records Administration Officer by 15 April with information reflecting the results of this effort in their respective areas as of 31 March 1965.

5. Requisitions for standard filing equipment will be held to an essential minimum and processed in accordance with HB ☐

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE  
Deputy Director  
for Support

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CENTRAL INTELLIGENCE AGENCY  
OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	CIA Records Administration Officer 604 1016 16th Street		
2			
3			
4			
5			
6			

ACTION	DIRECT REPLY	PREPARE REPLY
APPROVAL	DISPATCH	RECOMMENDATION
COMMENT	FILE	RETURN
CONCURRENCE	INFORMATION	SIGNATURE

Remarks:

Lou: Attached is a copy of HN ☐ "Elimination of Inactive Records" which stems from recent GSA correspondence. Colonel White did the final editing on this Notice and I note he calls for reports to you by 15 April. Since this is the kind of task which is sometimes put off until the last moment, I recommend you get in touch with all Agency Records Management Officers to ensure compliance within the prescribed time.

  
VRT

Att: HN ☐

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE
Executive Officer to the Deputy Director for Support 7 D 24, x- <input type="checkbox"/>	2/25/65
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